

SAN LUIS OBISPO COUNTY
HUMAN RESOURCES DEPARTMENT

CAPITAL PLANNING/FACILITIES MANAGER

DEFINITION:

Under general direction of the Deputy Director of General Services, plans, organizes and directs assigned program areas of the General Services Department, including: capital project management, facility planning and programming, and facility maintenance; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from the higher level Deputy Director classification in that the latter is responsible to the General Services Director for the overall project management and facility maintenance operations of the Department, whereas this class is responsible for specific program activities, including: capital project management, estimation and planning, contract administration, project development, construction management, facility maintenance, custodial services and energy management programs.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Plans, organizes and directs the activities of assigned program areas including, capital projects, construction management and facility maintenance.
- Provides consultation to County departments, and outside agencies, related to capital projects and facility maintenance programs.
- Monitors and evaluates progress of construction, maintenance, repair and renovation projects.
- Develops project scope and inspects completed projects for compliance with specifications and established contracts.
- Assists in determining the priority of maintenance and capital projects.
- Manages the consultant and contractor selections process.

- Directs architectural, construction, project management and maintenance personnel, as assigned.
- Ensures compliance with applicable regulatory requirements, such as California Environmental Quality Act, American's with Disabilities Act and energy conservation.
- Implements safety programs and ensures employee compliance with all safety rules and regulations; responds to hazard reports; investigates and reports accidents and injuries.
- Develops and implements policies, procedures and programs for areas of responsibility.
- Supervises, trains and evaluates assigned staff; interviews and selects employees; recommends transfers, reassignments, and disciplinary actions; coordinates subordinate staff work assignments; develops and implements training and employee development activities.
- Prepares and administers the budget for assigned area; forecasts demands for staff, materials and supplies.
- Reviews and prioritizes work requests for maintenance and capital projects.
- Prepares and presents reports and records as required by policy, ordinance and law.
- Attends and conducts a variety of meetings as assigned.
- Prepares and delivers oral and written presentations.
- Operates office equipment, a computer and project management/scheduling software as required.
- Drives a vehicle to conduct work as assigned.
- May oversee the estimating, planning and construction the implementation of capital projects.

EMPLOYMENT STANDARDS:

Knowledge of:

- Management principles and techniques in the planning, development and implementation of construction and renovation projects
- Practices, laws and codes involved in the development, management and implementation of capital projects
- Applicable building codes, ordinances, requirements, regulations and safety practices
- Practices and techniques of maintaining buildings and facilities
- Laws and regulations applicable to contract administration for a government agency

- Workplace safety rules, regulations and procedures
- General accounting, budget preparation and control and business functions
- Construction and service contract negotiations
- Principles and practices of management, administration, supervision and training
- Workplace safety rules, regulations and procedures

Ability to:

- Plan, organize and direct the activities in assigned areas of responsibility
- Direct the planning, construction, and fiscal functions involved in the development and implementation of capital projects
- Supervise and evaluate the performance of assigned staff
- Interpret, apply and explain rules, regulations, policies and procedures
- Work independently, plan and organize work, meet schedules and timelines
- Negotiate contracts with outside consultants
- Conduct operations within established budget parameters
- Prepare a variety of narrative and statistical reports
- Foster a spirit of teamwork with staff, contractors and others
- Maintain safe and orderly work areas
- Communicate effectively both verbally and in writing
- Operate a computer and assigned office equipment

EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a bachelor's degree in any discipline; construction management, architecture, engineering or a related field are preferred. In addition, four years of increasingly responsible construction or building maintenance experience including project or facilities management duties, two years of which must be in a supervisory position or lead worker position.

LICENSES/CERTIFICATES:

A valid driver license is required at the time of application. A valid CALIFORNIA driver license is required at the time of appointment and must be maintained throughout employment.

License as an Architect or Registered Engineer is preferred. Certification in capital project management is also be preferred dependent on position assignment.

OTHER CONDITIONS OF EMPLOYMENT:

Employees must be willing and able to respond to after-normal workday or irregular and on-call emergency requests on nights, weekends, and holidays.

SPECIAL SUBCLASS RECRUITMENT

Recruitments for this classification may be conducted according to the section or program in which a vacancy exists. Specialized experience requirements of the position will be set forth at the time of recruitment.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at (805) 781-5959.

Adopted: 04-01-2015

BOS Approved: 00-00-00